

January 25, 2008

Dear District Test Coordinator:

Online Spring 2008 Enrollments – Missouri End-of-Course Field Test Event

The time has come to submit enrollment quantities for the Missouri End-of-Course (MO EOC) full census field test event. For the spring 2008 field test event, you will be entering your enrollment quantities electronically using our online enrollment system at:

<http://dese.mo.gov/divimprove/assess/eoc/>

Availability:

- The MO EOC online enrollment system will be available **now through February 15, 2008.**

System Requirements:

- Internet access through an internet browser (Microsoft Internet Explorer version 5.0 or higher is preferred).
- Adobe Acrobat Reader (version 8.0 or higher recommended).

Navigation:

- On the Login page, you will be prompted to login. Your initial login values are on the attached User Login/Password Sheet. (Please do not distribute or copy this secure information.)
- After you login, you will be required to create a new password. (Please do not distribute your new password.)
- After entering your new password, you will be at the Home Page where you will find the text *“Please choose a business area from the Main Menu above.”*
- Please refer to the attached Quick Reference Guide to enter enrollments, update contact information, and export enrollments submitted.

If you require additional help or clarification, please contact:

Riverside Publishing

1-800-323-9540

Press Option 4 for Support Center

(or) send an email to:

rpcsupport@hmco.com

Business Hours: Monday-Friday, 8:00 AM–5:00 PM CT